

Marymount Primary School

Work Plan on the Use of Strengthening School Administration Management Grant

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information Management and Communications	<ul style="list-style-type: none"> To disseminate the latest information and happenings to parents and teachers in more efficient and swift manner as well as to streamline administrative procedures in handling reply slips. 	<ul style="list-style-type: none"> Subscribe to eClass Parent and Teacher Apps site license for 2 years 	<ul style="list-style-type: none"> Important messages to parents can immediately be disseminated to parents/teachers via the parent/teacher apps. Notices to parents and replies from parents can be channeled via the Parent Apps. The labour and material cost arising out of printing notices and handling reply slips can be reduced. 	\$43,500	<ul style="list-style-type: none"> The subscription cost will be supported from regular school funds, i.e. the CITG.
	<ul style="list-style-type: none"> To provide visitors with different presentations of the website contents by adjusting layouts automatically according to the devices being used. To enhance communication with different stake holders. 	<ul style="list-style-type: none"> A new Responsive website and page layouts will be built for displaying different contents on different mobile devices. 	<ul style="list-style-type: none"> Completion and implementation of the Responsive website. The content of the Website can be updated easily by the Web admin. 	\$25,740	<ul style="list-style-type: none"> One-off development cost
	<ul style="list-style-type: none"> To lessen the workload on server maintenance and backup routine. 	<ul style="list-style-type: none"> Reallocate the eClass server on the Cloud 	<ul style="list-style-type: none"> Completion of reallocation The performance of eClass is stable 	\$36000 (2 years)	<ul style="list-style-type: none"> The subscription cost will be supported from the regular school funds, i.e. the CITG.

Supporting the Administrative Work Related to Students/Teaching + Information Management	<ul style="list-style-type: none"> To enhance the access of online book searching and information. To enable teachers to keep track of the reading history and habits of students 	<ul style="list-style-type: none"> Procure a book management system for easy book searching and consolidating students' reading records. 	<ul style="list-style-type: none"> Book catalog and related information can be searched online by students & teachers. Records of reading history can inform further development of the Library. 	<p>\$9,500 (Software)</p> <p>\$7,400 (Maintenance Service for 2 years)</p>	<ul style="list-style-type: none"> One-off Procurement The maintenance cost will be supported from the regular school funds.
Supporting the Administrative Work Related to Students/Teaching + Financial Management	<ul style="list-style-type: none"> To enhance the process of the collection of fees from students. To automate the recording system in keeping detail records of all the transactions 	<ul style="list-style-type: none"> Procure and install an electronic payment system, with detail records of all the transactions, for students to pay fee. 	<ul style="list-style-type: none"> The time and labour cost arising out of fee collection can be reduced. 	\$40,000	<ul style="list-style-type: none"> One-off installation fee The subscription cost will be supported from the regular school funds.
Administrative Procedure	<ul style="list-style-type: none"> To facilitate the collection of data for staff management/development To serve as a platform for keeping staff's personal data 	<ul style="list-style-type: none"> Procure an Electronic Appraisal system to enhance the efficiency in processing appraisals data. 	<ul style="list-style-type: none"> The efficiency in processing appraisal exercise data is enhanced. Paper used is reduced. 	\$45,000	<ul style="list-style-type: none"> The maintenance cost of the electronic systems will be supported from the regular school funds.
	<ul style="list-style-type: none"> To enhance the process of substitute teacher arrangement. To automate a recording system in substitution. 	<ul style="list-style-type: none"> Procure an Electronic teacher substitution system to minimize the manpower on arranging substitute teachers. 	<ul style="list-style-type: none"> The efficiency in arranging substitute teacher is enhanced. 	\$45,000	<ul style="list-style-type: none"> The maintenance cost of the electronic systems will be supported from the regular school funds.
Total				\$ 252,140	